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**Job Title:** Transportation Technology Manager

**Supervisor:** Executive Director Transportation

**Terms of Employment:** 246 days

**Job Summary:**

Provide leadership, expertise, and service for meeting the technological needs of the Transportation Department, including functions such as the following: the supervision of data entry, reporting, and analysis, as they pertain to student bus ridership; the development and management of processes designed to ensure the integrity of student bus ridership data recorded in PowerSchool and other associated applications; the support, and management of web-based interactive mapping systems based upon MS SQL Server, GIS, and associated applications; and the development of systemic data analyses for the purpose of improving the overall operations and efficiency of the Transportation Department.

**Essential Duties:**

1. Leverage technology to improve the overall operations and efficiency of all sectors of the Transportation Department.
2. Work cooperatively with other district departments to collect, compile, analyze, and report student bus ridership data for use by Student Affairs, Special Education, Facilities, Schools, Finance, Human Resources, Community Relations, etc.
3. Work collaboratively with the Technology Department to identify, install, integrate, and support new software applications for the Transportation Department.
4. Support and maintain bus route applications based on relational databases and integrated with GIS software.
5. Train users on the utilization of district approved student management and behavioral tracking software.
6. Develop/utilize an information collections system which can be used to track, analyze, and report maintenance data for the Transportation Department's fleet mechanics.
7. Develop and manage work processes for the Transportation Department's Data Clerks.
8. Work with other Transportation Department employees to ensure the data integrity of the bus route system, GPS system, student bus ridership rosters, etc.
9. Maintain the Transportation Department's web page and fulfill the department's other technological needs as identified by the Director of Transportation.



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**Other Duties:**

Assume other responsibilities as assigned by the Executive Director Transportation.

**Job Specifications:**

Performance of this job will be evaluated annually in accordance with provisions of the District's policy on Evaluation of Professional Personnel.

**Minimum Qualifications (Knowledge, Skills and Abilities Required):**

1. High school diploma required. Associate degree or higher in computer technology preferred.
2. Demonstrated experience working with end users to develop custom application specifications and project plans.
3. Demonstrated experience in designing, developing, testing, deploying, and supporting custom applications related to GIS and MS SQL Server.
4. Demonstrated ability to utilize MS Excel, Access, and PowerPoint.
5. Valid South Carolina driver's license and reliable transportation.
6. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 50 pounds.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to sit and stand for extended periods of time.
- Ability to climb ladders
- Manual dexterity for the purpose of using a telephone and data entry.
- Read a computer screen and printed material with or without vision aids.
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.



**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Pay Grade:** 206

Please click [here](#) for salary scales.

*This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.*

*Revised 1-8-26*